

## 2015 SROG REIMBURSEMENT/DIRECT PAY REQUEST

		Date:					
Valence			Check #:				
Make check payable to (please print):			Amount:				
Receipt/invoice/bill must be attached. Receipts only: circle the item and the amount.							
Reimbursement is for	:						
Please check appropr	iate budget category:						
□ Block of the Month		□ Membership	□ Office	□ TSW			
□ Boutique Sales	□ Friendship block	□ NCQC Travel	□ Programs	□ UFO Challenge			
□ Boutique Raffle	□ Fundraiser	□ Newsletter	□ Sew-a-Row	□ Web Site			
□ Challenge	□ Hospitality	□ Opportunity Quilt	□ Sunshine	□ Workshop			
□ Community Quilts	□ Library	□ Opp. Quilt Admin	□ Other				
Requested by:							
Signature of committee chair/event coordinator:							
must be approved by be handed to the Trea Reimbursements for e	the committee chair o asurer, mailed, or scar expenses already incu	mitted timely, preferably rethe event coordinator. and submitted to the tred must be <b>submitte</b> ght away, so that the be	Completed forms he Treasurer as and by the end of N	s and receipts may n email attachment. ovember, and			

the day.

## 2015 SRQG REIMBURSEMENT/DIRECT PAY REQUEST

			Da	ate:				
X TOX			Check #:					
Make check payable t	o (please print):	Amount:						
Receipt/invoice/bill must be attached. Receipts only: circle the item and the amount.  Reimbursement is for:								
□ Block of the Month	□ Fair Awards	□ Membership	□ Office	□ TSW				
□ Boutique Sales	□ Friendship block	□ NCQC Travel	□ Programs	□ UFO Challenge				
□ Boutique Raffle	□ Fundraiser	□ Newsletter	□ Sew-a-Row	□ Web Site				
□ Challenge	□ Hospitality	☐ Opportunity Quilt	□ Sunshine	□ Workshop				
□ Community Quilts	□ Library	□ Opp. Quilt Admin	□ Other					
Requested by:		·						
Signature of committe	e chair/event coordina	ator:						

Requests for reimbursement should be submitted timely, preferably within 30 days of the expense, and must be approved by the committee chair or the event coordinator. Completed forms and receipts may be handed to the Treasurer, mailed, or scanned and submitted to the Treasurer as an email attachment. Reimbursements for expenses already incurred must be submitted by the end of November, and December expenses should be submitted right away, so that the books may close timely.